

Information for Hosting a Remote Externship Experience

TIME COMMITMENT:

- We recognize that it might not be feasible nor productive to host virtual externships according to a full work day schedule.
- Please plan to coordinate an externship experience for your assigned student(s) that is the equivalent to approximately two (or more) work days, according to a structure and schedule that makes sense for the nature of your work and the opportunities, connections, and experiences available to virtually showcase to your students throughout the externship.
- Please keep in mind that not all of this time needs to be spent with you directly. Please see sample/suggested activities below.

PREPARATORY RESOURCES:

- For remote externships, it's particularly helpful for students to receive materials in advance of the externship that they can review to provide a foundational level of knowledge and context that will allow them to make the most of the externship.
- Provide students with information such as organization-specific information and documentation, position descriptions, organizational charts, industry and/or professional association content, relevant white papers or other research materials.

SAMPLE/SUGGESTED EXTERNSHIP ACTIVITIES:

- A series of informational conversations with you, to allow the student to learn about your career path, day-to-day activities, longer-term responsibilities, and more. These conversations may also include information about the training and/or additional education required to pursue your career field, undergraduate experiences that shaped your path, or other relevant topics specific to your area of expertise.
- Schedule conversations for the student(s) to have with other members of your organization so that they can learn about the different functional areas within the organization.*
- Schedule conversations for the student(s) to have with industry colleagues at other organizations.*
**Connecting students with professionals in different roles and at different career stages can provide very valuable information for the student. Through conversations like these, students will have the opportunity to compare and contrast different roles, career paths, how different functional areas complement and support one another, and how roles may function differently in various settings and/or organizations.*
- As permissible and feasible, allow the student to “shadow” you or others in your organization by joining you virtually for meetings with colleagues, internal stakeholders, clients, or others.
- As permissible and feasible, schedule the student to join you as you work on a task, project, or other assignment that would allow them a first-hand look into the nature of your work.
- Coordinate a conversation for the student with Recruiting/Human Resources within your organization to allow them an opportunity to learn first-hand about what skills, strengths, experiences, and backgrounds are sought out when hiring for your organization and/or organizations in your industry. This could also be a great opportunity for students to learn about potential internships and the types of full-time positions that the organization typically hires.
- Share/create a work sample, case study, or sample project for the student. The intent of this component would be to allow the student to put to use key skills that are necessary for success in your career field and exposing the student to a relevant topic, problem, and/or scenario. This work sample/case study/project can be something that the student works on independently for a period of time during the externship week. Following this independent work, it is important that the student then has an opportunity to discuss, report out, or present a summary of the project they worked on and receive feedback/guidance from you and/or others in your organization.

- Allow the student to view/complete/participate in remote training, professional development sessions, or other learning opportunities available to you, your colleagues, or professionals in your career field that may be available in a live or recorded format.

SAMPLE AGENDA:

Day 1 (4 hours):

- 9-10a: Student conducts Informational Interview with Extern Host
- 11a-12p: Student conducts Informational Interview with another organizational team member(s)
- 1-2p: Student joins Extern Host for internal meeting, client call, or task observation
- 2-3p: Student and Extern Host meet to discuss work sample/case study/project

Day 2 (5 hours):

- 9-11a: Student works independently on work sample/case study/project
- 11a-12p: Student meets with Human Resources colleague to understand skills and experiences needed for success, types of internships and jobs available in the organization/industry
- 2-3p: Student views training webinar on relevant professional development/career topic
- 3-4p: Student conducts Informational Interview with an industry peer at another organization.

Day 3 (5 hours):

- 9-11a: Student works independently on work sample/case study/project
- 1-2p: Student joins Extern Host for internal meeting, client call, or task observation
- 2-3p: Student conducts Informational Interview with another organizational team member(s)
- 3-4p: Student sits in on internal, cross-functional meeting

Day 4 (4 hours):

- 9-10a: Student joins Extern Host for internal meeting, client call, or task observation
- 10-11a: Student sits in on team/staff meeting with internal constituents
- 1-2p: Student presents findings/outcome of work sample, case study, or project to host and relevant organization team members
- 2-3p: Student and host meet for a debrief conversation about the externship and discuss any additional questions, observations, or other details the student may have after engaging in the externship.

Note: We encourage students to be active participants in shaping the externship experience as permitted by the host. Please don't hesitate to inquire directly with the students about what their goals for the externship are and what they'd like to learn from the experience. This may help to guide you in identifying best fit contacts, observations, work samples/projects, and more to include as a part of the externship experience.